



Office of the City Clerk

Weekly Report - for Week Ending September 5, 2014

OFFICE OF THE CITY CLERK - PROJECTS and STATUS

City Council Recess - The City Council is in recess this week for the Labor Day Holiday and the National League of Cities Conference in Los Angeles.

City Primary/General 2015 Elections:

The Election Division began recruiting as-needed employees for the 2015 Municipal Elections on June 9th. As of today, there have been 753 applicants.

Planning and preparation efforts for the upcoming municipal elections have begun which include: translating materials, updating procedures and training manuals, preparing correspondence to City departments requesting special services, and identifying consolidated precincts.

Staff completed the Secretary Of State's Polling Place Accessibility Checklists for 89 polling places and accompanied County employees on a ride along to observe their accessibility survey process.

Taiwan Elections Delegation - The City Clerk hosted an international delegation from Taiwan. The purpose of their trip was to find out more about municipal elections, in particular, accessibility services for people with disabilities.

Novus Agenda Management System - Electronic Submissions from Departments - The pilot with departments continues with participants submitting documents to the Clerk's office as of August 18. The CAO and the CLA have submitted documents. DWP was attempting to submit their documents but is prevented from doing so due to firewall issues. City Clerk Systems is looking into the issue. The Harbor and Airport have been added to the pilot.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	23
Number of Notices Publications	28
Number of Contracts Attested	43
Number of Council Files Created	35
Number of Claims Received	91
Number of Referrals	47
Number of Council Meetings	3
Number of Committee Meetings	5

Neighborhood and Business Improvement Districts:

Staff attended the 2014 International Downtown Association 60th Annual Conference in Ottawa, Canada.

Staff met with the consultant for the renewal of The Village at Sherman Oaks Business Improvement District and with the consultant for the proposed Central Avenue Business Improvement District.

Staff prepared administration contracts for the following renewed Business Improvement Districts: North Hollywood, Greater Leimert Park and Downtown Industrial District.

TOP ITEMS

- [*Preparations for the 2015 Elections continues*](#)
- [*City Council in Recess*](#)
- [*LA City Historical Society goes live with City Archives Images*](#)
- [*Pilot Project for Receiving Electronic Submissions from Departments continues*](#)



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Business Improvement Districts Annual Planning Reports Status - 1 of 27 reports awaits revisions.

Microfilm Conversion of Council Minutes - The vendor converted 15 reels to digital format this week. . That brings the totals to 63 reels converted this fiscal year and 276 reels total, which represents 30% of this year's project and 32% of the total four year project. The City Council minutes are now available on line dating back to July of 1946.

Los Angeles City Historical Society - The Los Angeles City Historical Society, which is the official "Friends" group to the Los Angeles City Archives, has created an online database to images at the City Archives. The database provides thumbnails images only and directs the user to the City Archives for printing and licensing information. The database is available at <http://lacityhistory.pastperfect-online.com/>

Windows XP Replacement - One hundred and six desktops and laptops have been donated to the UpCycleLA project.

Fiscal - Staff completed the Special Fund Interest Discrepancy report for the Office of the Controller, and proposed invoices for the Office of the Mayor to reimburse costs associated with the Mobile Source Fund.

AB1290/Council - Staff received three (3) AB 1290 allocation requests, has six (6) payments and five (5) contracts in process, closed out two (2) contracts and is working on four (4) close outs of expired contracts.

General City Purposes - Staff received 36 GCP allocation requests, processed 24 invoices for payment, and drafted 1 new contract.

Personnel - Staff submitted various allocations, pay grade and substitute authority requests to the Personnel Department for review; distributed LADOT cards to all Clerk employees for use on DASH buses; and processed annual renewals of City mileage placards utilized by elected official staff when conducting City business.

ISSUES

Nothing to report this week.

UPCOMING. . .

Automated Claims Against the City Process - Staff will be presenting the proposed automated claims process to the Risk Management Advisory Committee on September 23.